

Creating an Account

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>

Agenda

- Selecting the Right Instance
- Checking Your Permit for Eligibility
- Creating Your Account
- Account Verification
- Requesting Access
- BREAK

Selecting the Right Instance

Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.

News

- None.

Select Regulatory Authority:

Arkansas DEQ
Arkansas DEQ
BAH Delaware
BAH Michigan
Colorado DPH WQCD
Connecticut DEP
EPA HQ - IL
EPA Region 1 CT-MA-NH-RI
EPA Region 10 - ID
EPA Region 2 - PR-VI-SR
EPA Region 3 - DC
EPA Region 9 - CA-NN
EPA Rg 08 - CO-MT-SD-UT
EPA Rg 6 - OH-PA-NM-TX
HI - Dept of Health - CWB
Louisiana DEQ
New York - NY
Tennessee DWP-6
Test V1.1 - OK
Utah DWQ

Go

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized system may subject violators to criminal, civil, and/or administrative action. All information be monitored, recorded, read, copied, and disclosed by and to authorized personnel for enforcement. Access or use of this computer system by any person, whether authorized or not, without consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of installing the NetDMR site at the Central Data Exchange and for updating and correcting databases as necessary. The Agency will not make this information available to other agencies or individuals. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register, Volume 67, Number 52][Page 12010-12013]

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LDEQ Instance Home Page

- Contact info
- Check your permit ID for eligibility
- Creating a new account
- Forgot user name / password

NetDMR

Welcome

Welcome to the Louisiana DEQ installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

First time users can [register for a new account](#).
If you have any questions about NetDMR, please contact kelly.petersen@la.gov.

News

- WARNING: THIS INSTANCE OF NETDMR IS A TEST ENVIRONMENT AND IS FOR TESTING PURPOSES ONLY.
- ANY AUTHORIZATIONS OR SUBMITTALS THROUGH NETDMR TEST ARE NOT CONSIDERED FOR COMPLIANCE WITH PERMIT CONDITIONS.
- For assistance, please email netdmr@la.gov or call the PCU. Kelly Petersen 225-219-3683 Kathryn Huddle 225-219-3665 Christine Mayeux 225-219-3652 Ashley Viator 225-219-3689

NetDMR

Login to NetDMR

User Name

Password

Submit

[Forgot User Name? / Forgot Password? / Create a NetDMR Account](#)

Check Your PermitID

First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

Checking Your Permit for Eligibility

- If you receive this message, your permit is eligible for NetDMR
- You may now create your account, or login if you have already established an account



The screenshot displays the NetDMR website interface. At the top, there is a navigation bar with links for "Login", "FAQs", "Getting Started", and "Contact the NetDMR Team". Below this is the NetDMR logo, which features a stylized blue water drop. The main content area has a heading "Check Whether a Permit is Available for Reporting in NetDMR" accompanied by a small icon of a person at a computer. A green checkmark icon is positioned to the left of a message box that states: "The Permit ID 'LA0003280' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now." Below the message box, there is a form with the label "Enter a Permit ID*" and a text input field containing the value "LA0003280". To the right of the input field is a button labeled "Check Permit ID". At the bottom of the page, a footer bar contains the copyright notice "©2008 NetDMR".

Creating Your Account

- Fill in the required information
 - Work related email address
 - Type of User
 - **Internal:** Regulatory authority only (LDEQ, EPA)
 - **Data provider:** labs or consultants only
 - ****Permittee User**:** Includes all staff on site at the facility
- Select your security questions and answers
 - **NOTE: answers are case sensitive!**

Please provide the information requested below to create a NetDMR account. A "*" indicates a required entry.

Email Address: *

Enter Email Address Again: *

User Name: *

☒ Use my email address as my user name

☐ Create my own user name

First Name: *

Last Name: *

Telephone Number: * (xxx-xxx-xxxx)

Organization: *

Type of User: *

Internal User

Selected Security Questions

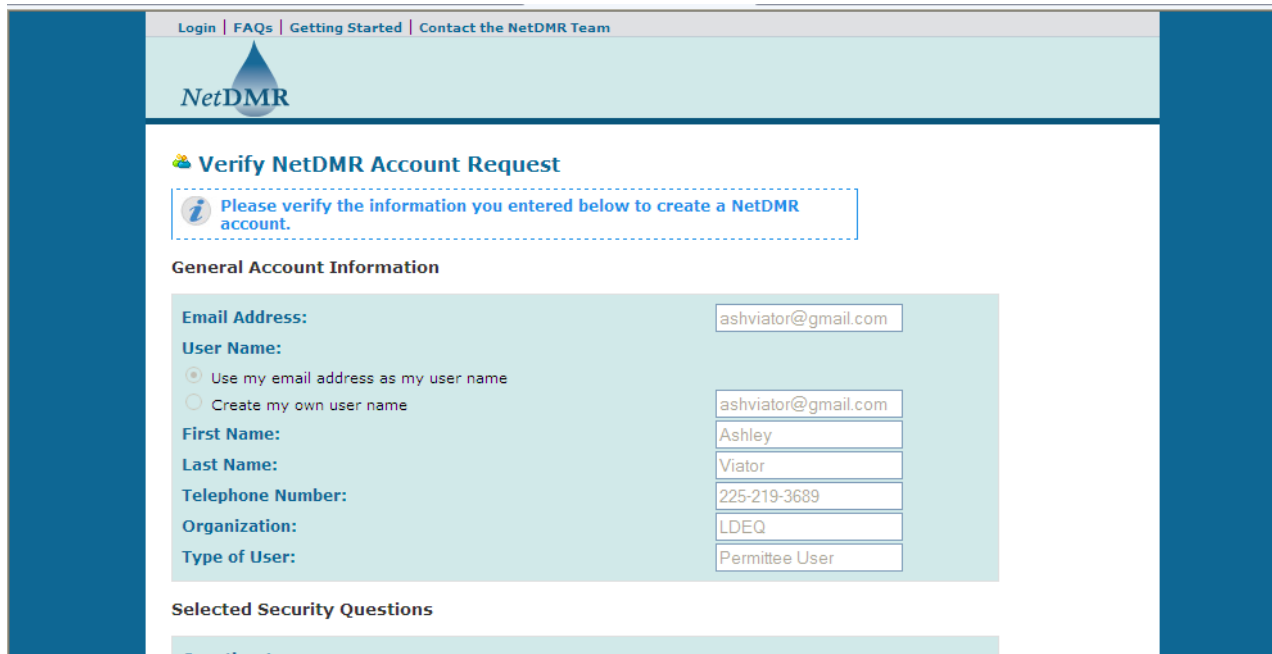
Please provide responses for the security questions. Select each question only one time. Note that answers are case-sensitive.

Question 1: *

Question 2: *

Creating Your Account

- Verify your information; if everything is correct, click Verify at the bottom of the page



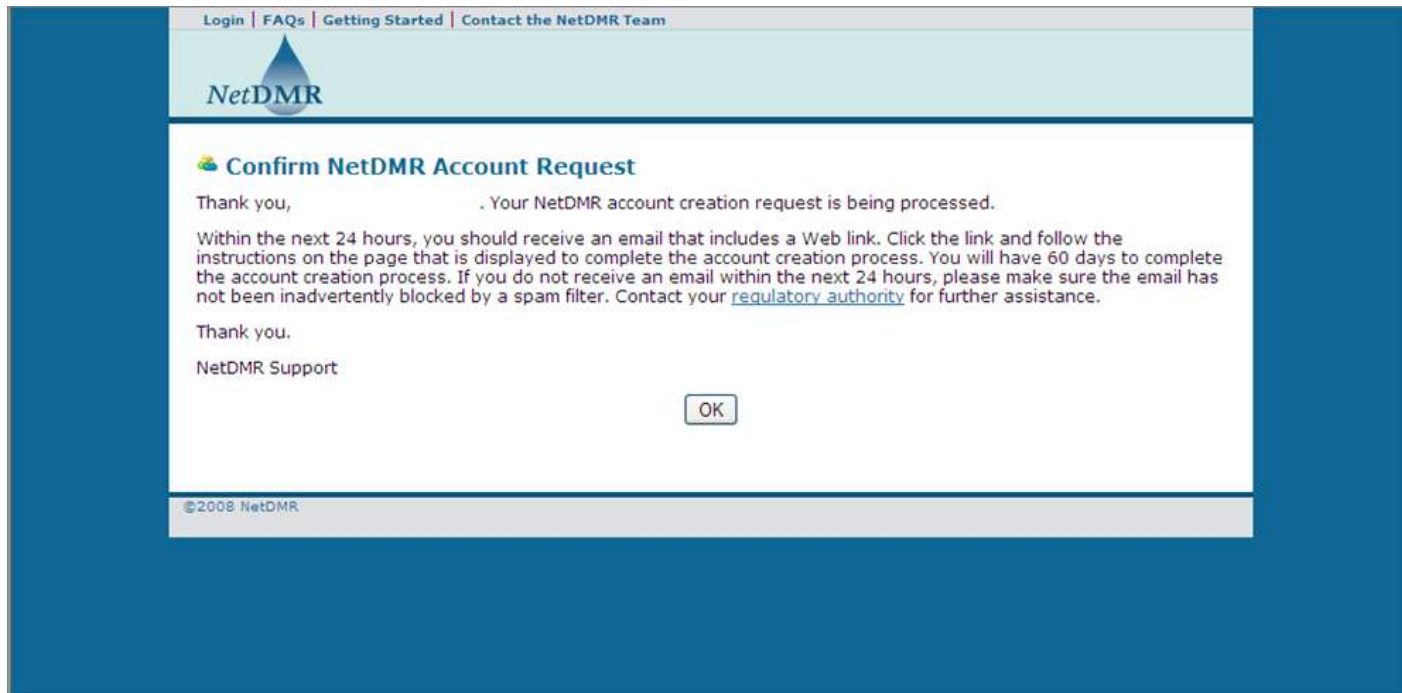
The screenshot shows the 'Verify NetDMR Account Request' page. At the top, there is a navigation bar with links for 'Login', 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. Below this is the NetDMR logo. The main heading is 'Verify NetDMR Account Request'. A message box states: 'Please verify the information you entered below to create a NetDMR account.' The 'General Account Information' section contains the following fields:

Email Address:	ashviator@gmail.com
User Name:	<input checked="" type="radio"/> Use my email address as my user name <input type="radio"/> Create my own user name
First Name:	Ashley
Last Name:	Viator
Telephone Number:	225-219-3689
Organization:	LDEQ
Type of User:	Permittee User

Below the general information is the 'Selected Security Questions' section, with 'Question 1' visible at the bottom.

Creating Your Account

- You will get a confirmation message on the next screen
- Click Ok and login to your email



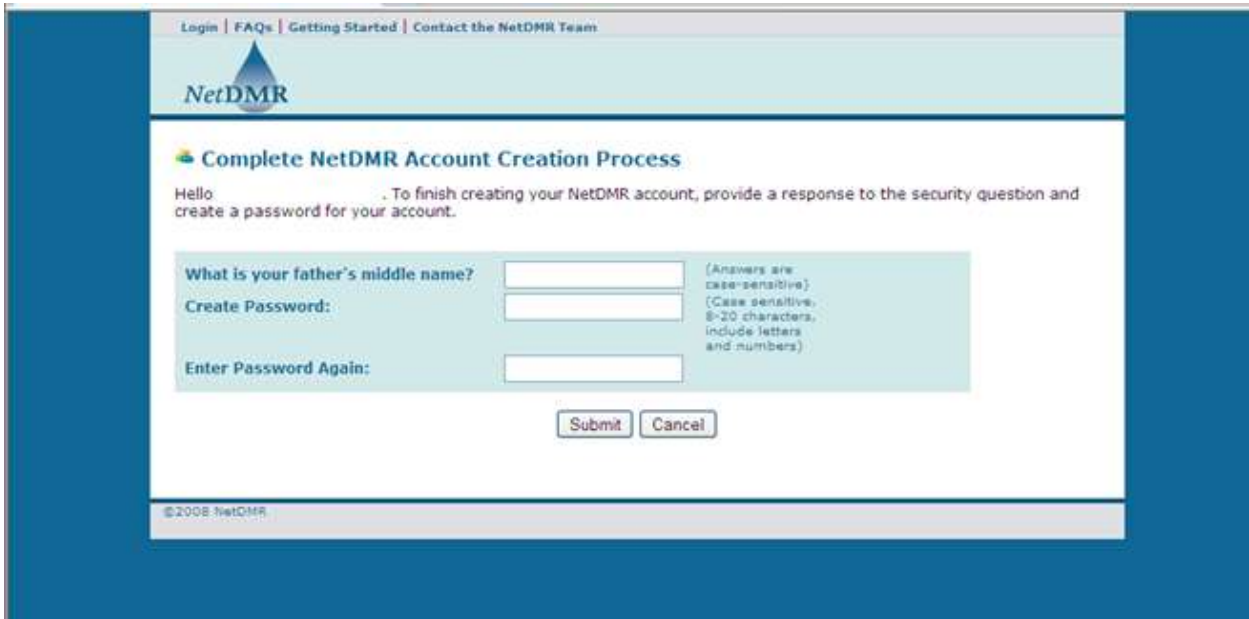
Account Verification

- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days



Account Verification

- Fill in security answer
 - Case sensitive
- Create a password, and then retype to confirm
 - Also case sensitive; expires every 90 days
 - 8-20 characters; must contain at least 1 letter and 1 number



The screenshot shows the NetDMR website's account creation process. At the top, there are links for 'Login', 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. The NetDMR logo is prominently displayed. Below the logo, the heading 'Complete NetDMR Account Creation Process' is followed by a message: 'Hello [blank], To finish creating your NetDMR account, provide a response to the security question and create a password for your account.' The form contains three input fields: 'What is your father's middle name?', 'Create Password:', and 'Enter Password Again:'. To the right of these fields, a note states: '(Answers are case-sensitive) (Case sensitive, 8-20 characters, include letters and numbers)'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page reads '© 2008 NetDMR'.

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

Complete NetDMR Account Creation Process

Hello [blank], To finish creating your NetDMR account, provide a response to the security question and create a password for your account.

What is your father's middle name?

Create Password:

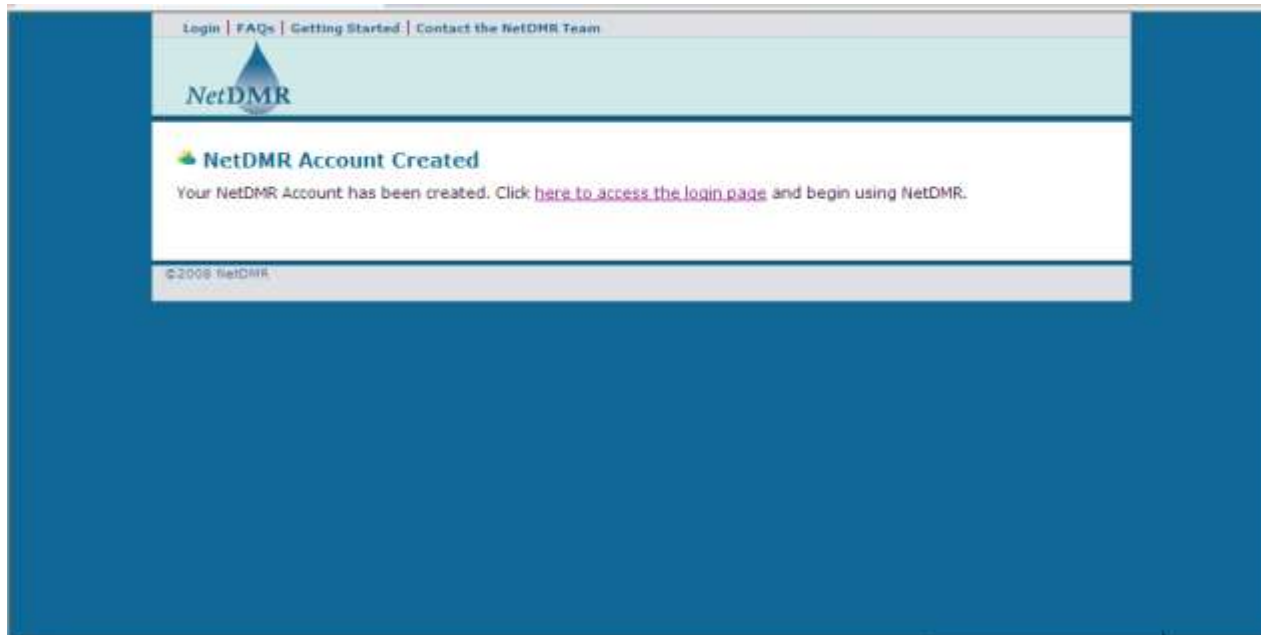
Enter Password Again:

(Answers are case-sensitive)
(Case sensitive, 8-20 characters, include letters and numbers)

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Account Verification

- You've finished creating your account!
- Click the link to login



Requesting Access

- Account home page
 - Request Access tab

Home | My Account | **Request Access** | Help | Logout

User: [Redacted] Permittee User

Louisiana DEQ

Session Lockout Timer: 28:30

Search: All DMRs & CORs

Import DMRs: Perform Import, Check Results

Download: Blank DMR Form

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☐ Permit ID: [All] [Update]

☐ Facility: [All] [Update]

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature: [All] [Update]

Last 10 Logins

3/10/10	10:02 AM	-
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Requesting Access

- Type in your 9 digit permit number
 - Click Update
- The first person to request access to a permit must be a signatory authority
 - Once signatory has been approved by the regulatory authority, you may request signatory, edit, view only, or permit administrator access

The screenshot shows a web application interface for requesting access. At the top, there's a navigation bar with 'Check Results' and a blue header. The main content area is titled 'Request Access to Permits and Associated DMRs'. Below the title, there's a text box for 'Permit ID' containing 'LAG7STEST' and an 'Update' button. A 'Role' dropdown menu is open, showing options: 'Select One', 'Signatory', 'View', 'Edit', and 'Permit Administrator'. A note next to the dropdown states 'Your role comes with Signatory role'. Below this, there's a section titled 'Access Requests' with a summary of current requests. A table with columns 'Permit ID', 'Requested Role', and 'Access Request' is shown, with one row containing 'No Permits Found'. A 'Submit' button is at the bottom right.

Permit ID	Requested Role	Access Request
No Permits Found		

Requesting Access

- Select the applicable role and click Add request
- You will see your access request pending at the bottom of the screen
 - If you've selected the incorrect role, click the red X to delete
 - Otherwise, click Submit

The screenshot shows a web form titled "Request Access to Permits and Associated DMRs". It includes instructions for users to select roles and click the "Add Request" button. Below the form, there is a section titled "Access Requests" which displays a table of pending requests. The table has three columns: "Request ID", "Requested Role", and "Request Access Request". A single row is visible with the Request ID "14077887" and the Requested Role "BRI". A red "X" icon is present in the "Request Access Request" column, indicating a pending or error state. A "Submit" button is located at the bottom right of the form.

Request ID	Requested Role	Request Access Request
14077887	BRI	

Requesting Access

- If you selected the Signatory role, additional information is required
 - Select relationship to facility
 - If you are already authorized to sign DMRs, choose the first radio button and click Submit
 - If you wish to gain signatory access, it must be granted to you by a currently approved signatory at the facility
 - Fill in his/her information and click Submit
 - At next screen, click Confirm

The screenshot shows a web form titled "Additional Information Required" with a sub-header "Please provide additional information associated with the Signatory role." The form is divided into three columns: "Person ID", "Requested Role", and "Additional Information". The "Person ID" column contains the text "LAQ7TEST". The "Requested Role" column contains the text "Signatory". The "Additional Information" column contains a dropdown menu labeled "What is your employer's relationship to the facility or facilities?*" with a "Select One" button. Below the dropdown are two radio buttons: "I have the authority to enter into this Agreement for the Permittee under the applicable standards." and "I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards." Below the radio buttons are three text input fields labeled "Name:", "Title:", and "Phone Number:". At the bottom right of the form are two buttons: "Submit" and "Cancel".

Person ID	Requested Role	Additional Information
LAQ7TEST	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Requesting Access

- If you chose a role other than Signatory, you will get a confirmation screen
 - The permit administrator (most commonly the first signatory to request access to your permit) can approve your access request

Requesting Access

- Confirmation Screen
- Subscriber Agreement
 - Serves as the wet-ink signature for all signed and submitted DMRs
 - NetDMR Test environment- not required
 - NetDMR production environment- REQUIRED



Questions?



BREAK